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California Department of Veterans Affairs



“Honoring California’s Veterans”

Classification: HEALTH RECORD TECHNICIAN I
Permanent Full Time

Salary: \$2551.00-\$3103.00 per month

Location: Veterans Home of California-Barstow
100 E Veterans Parkway
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under the general direction of the Chief, Medical Administrative Services, the incumbent will perform a variety of complex detailed coding and technical abstracting of health records for admissions, discharges, Utilization Review/Medicare qualifying stays, and annual clinic summaries; evaluates and resolves coding and abstracting problems. Utilizes the MEDITECH computer system to maintain all patient abstract files.

Desirable Qualifications:

- Knowledge of abstracting and tracking procedures for Medicare, MediCal and VA Funding.
- Dependable, reliable and able to get along well with others.
- Knowledge of the International Coding of Disease (ICD-9) coding procedures.
- Knowledge of the MEDITECH computer system.
- Knowledge of basic medical terminology and human anatomy terminology.
- Ability to communicate effectively with medical staff and general public.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Barstow
100 East Veterans Parkway
Barstow, CA 92311

Inquiries:
Voice: (760) 252-6282
TDD: (760) 252-6234

Final Filing Date: March 22, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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